

Questions asked during the Pre-Bid Meeting for People's Gallery Request for Quotes

Meeting held 8.25.2021 via Zoom

1. Q: What is the fee typically paid to the jury for their service?

A: The City has typically paid \$500 to the jury members for their service in reviewing and scoring submissions.

2. Q: To what tasks are the bulk of the time, energy, and resources devoted in this scope of work, and what are the most challenging aspects?

A: The full scope is listed in the Request for Quotes, with much coordination needed especially for artwork drop-off and pick-up phases, coordination with other City departments (with which the City Contract Manager will assist the vendor), and managing multiple tasks at once. It is like "conducting an orchestra" with all parts needing to be managed individually and as a whole.

3. Q: What are the required documents to submit to this Request for Quotes?

A: Please refer to the full Request for Quotes for all information. The submission requirements are listed specifically on p. 3, 15, 16, and also include submission of an organizational chart.

4. Q: Do some areas of the building (City Hall) have existing hanging systems with other walls just needing standard hanging?

A: Yes, there are some existing hanging systems to accommodate 2-D works on the first and second floors due to the limestone substrate, but other areas in the building are drywall which accommodate a standard hanging method.

5. Q: What are the costs that come out of the City's budget (versus the contractor's budget)?

A: The costs that the City will cover are the subscription fees for Submittable.com and Oncell.com, and the printing of the contractor-designed (and City-approved) gallery guides and rack cards.

6. Q: How should installation of large and/or unwieldy artworks be considered?

A: There are several areas of the building that will accommodate 3-D (sculptural) works, as indicated on the floor plan provided to potential respondents, and limited ability to suspend artwork from the ceiling. All must be considered on a case-by-case basis with the City Contract Manager in consultation with the City Building Services Department staff for safety and access.

7. Q: If the contractor needs to subcontract any work within this scope, is the cost covered by the City or the contractor?

A: The costs for any subcontractors hired by the contractor come out of the contractor's budget.

8. Q: Is it accurate to say that the contractor works collaboratively with the City Contract Manager on this project?

A: Yes, the scope outlines where there is necessary coordination between the vendor and the City Contract Manager.

9. Q: Would the contractor need to provide ladders to reach high places in the building, or does the City help with that?

A: The contractor would need to provide their own ladders. The City cannot provide equipment or assist the contractor due to liability restrictions. For this reason, the contractor will need to carry the required liability insurance, as well.

10. Q: Can insurance be waived?

A: The contractor is required to carry the necessary insurance required by the City (General Liability, Auto Liability, and Workers' Compensation coverage). If the contractor is a sole proprietor, the Workers' Compensation can be waived if requested.

11. Q: Does City Building Services Department staff assist with artwork installation or de-installation?

A: No, this work is the responsibility of the contractor.

12. Q: Is this Request for Quotes the same as the Call to Artists for the People's Gallery exhibition?

A: No, this Request for Quotes is to select a contractor to administer the exhibition, not to be considered as an exhibiting artist.

13. Q: Is the contractor responsible for identifying art to be exhibited in People's Gallery?

A: No, per the RFQ, the contractor will manage two processes that result in selection of the artworks to be exhibited: 1] the artist call to solicit submissions by artists and 2] the selection panel that will chose the 100 or so artworks to be displayed, following City approval.